

AGENDA

AGENCY ENERGY COMMITTEE  
3 October 1979 - 1530 Hours  
DDA CONFERENCE ROOM - 7D32 HEADQUARTERS

1. Power and Environment Considerations - RECD -

25

:Use of Fans and Heaters

Headquarters Notice is in process of being published which will contain latest guidelines.

:Uninterrupted Power System (UPS)

:Small Boiler - Power Plant

:Assignment of an engineer to assess suggested methods of energy conservation together with their cost effectiveness

2. Employee Awareness:

:Pamphlets - P&PS

As of 21 September, all pamphlets were distributed through the Credit Union. New supply reordered. They were:

Don't Be Fuelish - Tips for the Motorist

How to Save Gasoline and Money

Insulate Your Water Heater and Save Fuel

Energy and You

Fossil Energy

Where to Find Information About Solar Energy

Gas Mileage Guide - 1979

Tips for Energy Savers

:Van Pools - LSD -

Employee Bulletin to be published today. Attached questionnaire to be returned no later than 21 October 1979 by interested employees.

5X1

:Parking Policy - LSD -   
Headquarters Notice to be published shortly.

25

3. Policy Implications

:Courier System - LSD -   
Runs have increased because of need for more services.

25

:Use of Government-Owned Vehicles  
All components asked to provide their needs for official vehicles. Responses in and being consolidated, reviewed and negotiated with GSA.

Gas lines may revive next spring because of high consumption of heating oil this winter.

:Flexitime - Compressed Work Week - OP -

25

4. Employee Suggestions.  
Attached.

HANDOUT - RESTRICTED USE OF PRIVATELY-OWNED VEHICLES

1. As discussed at the 8 August meeting of this Committee, we began to look at a proposed policy of restricted use of POVs on official business.

2. We are now asking each committee member to comment in this area, i.e.:

a. At what level should approval be required?

b. Should we reimburse for mileage over routes with shuttle service?

c. Should the use of u-drive-it official vehicles be encouraged?

d. To what extent should we resort to regulatory issuance to enforce approved policy?

3. Please forward your thoughts on this subject to P&PS/OL,  by 19 October 1979.

5X1

### EMPLOYEE SUGGESTIONS

1. Turn off all hot water taps in all sinks except one in all restrooms. If necessary, remove the handle. (79-415)
2. Installation of vacuum gauge on all vehicles. Maximum vacuum pressure will improve mileage by at least 10 per cent. (79-282)
3. Disconnect air conditioning units on all vehicles. Other than buses and special purpose vehicles - Remove the fan belt that drives the unit. (79-299)
4. Discontinue shuttle service to Rosslyn, East, State and CHB. Provide shuttle service to major metro transfer points. (79-302)
5. Shuttle Service from Pentagon. Home to Pentagon via public transportation - Pentagon to Langley by Agency shuttle. (79-314)
6. Instant start video screens. Many television sets, computer terminal CRT's, and word processor viewing screens are equipped with instant start features. This requires a continuous electric current drain even when the unit is turned off. Therefore, these sets are continuing to consume power after duty hours, on weekends, etc. These pieces of equipment should be modified to terminate all power consumption when not in use. This may be as simple as requiring operators to disconnect plugs, or modifying switches. Some word processors may have memory units that require constant power, and restart could require reloading of software programs. Microwave ovens in food vending may have the same fast-start feature.
7. Pneumatic Tube System. Consider closing this system and hiring part-time employees, (handicapped?) as internal couriers. This is probably a large power consumer.
8. Electric Typewriters. Many papers such as routing slips, draft paper, informal notes, could be handwritten or typed on manual typewriters. Electric typing could be reserved for final versions of formal correspondence. This saves direct power use and heat load on the building environment system.

9. Electric Desk Calucators, etc. Electric and electro-mechanical desk calculators could be replaced with low-power pocket or desk-type electronic models. Such items as electric pencil sharpeners, electric erasers, etc., should be eliminated. Also, reduce the number of electric clocks in offices.
10. Others. Revert to mechanical systems where electrically powered items are now used such as: floor polishers, carpet sweepers, badge-check machine turnstiles.